

## **Alternative Initial Case Management Statement Instructions**

### **For Court Form FAM104**

(Use court form FAM104 if one or both parties do not have an attorney)

Each party in a new family court action must file with the court an Initial Case Management Statement. If one or both parties do not have an attorney, the Alternative Initial Case Management form should be completed. Parties may file one Alternative Initial Case Management Statement form if the form is completed and signed by both parties. If you are represented by an attorney, your attorney should fill out the form.

The information provided on the Alternative Initial Case Management Statement form helps the Court manage and schedule your case. If the information is incomplete, the Court will design its own schedule from the information supplied.

#### Definition of terms:

*Joint child:* a joint child is one that is born to or adopted by both parties.

*Default:* if a respondent does not appear at a hearing or file an Answer to the Petition after service is made, the matter is called a “default proceeding” and the court may decide the case in the respondent’s absence.

#### To fill out the form:

1. Complete the heading of the form with the county and judicial district.
2. Fill in the petitioner and respondent’s names on the appropriate blanks.
3. If you are not represented by an attorney, read and answer the questions. Sign and date the Alternative Initial Case Management Statement and provide address information.
4. File the Alternative Initial Case Management Statement with the Court.

The Alternative Initial Case Management Statement form must be filed with the court within 60 days after filing a family court action. Have a copy of the completed Alternative Initial Case Management Statement form that was filed with the court mailed or hand-delivered to the other party, or the other party’s attorney if the other party is represented by an attorney. Keep a copy of the Alternative Initial Case Management Statement for your records. If parties are completing the Alternative Initial Case Management Statement together, each party should be certain to keep a copy of the form for their own records.

Helpful materials may be found at your public county law library. For a directory, see <http://www.lawlibrary.state.mn.us/cllppubdir.rtf> . For more information, contact your court administrator or call the Minnesota State Law Library at 651-296-2775.